

JACKSON AFTER SCHOOL EXTRAS

PARENT WELCOME LETTER

Welcome to Jackson After School Extracurricular Programs! We are excited to begin this session and are looking forward to a fun semester. Please read this information carefully, as it includes important details about student schedules, the transition from the school day to extracurricular classes, attendance, transportation between campuses, and pickup procedures. If you have any questions after reading this letter, email me at Beth@myafterschoolprogram.com. ~ Beth Geurin | MASP Extras Director

Parent Information, Student Transition & Pickup Procedures

BEFORE CLASSES BEGIN, Parents should log in to the Parent Portal at www.myafterschoolprogram.com using their username and password to review their child's extracurricular schedule. Please confirm all class days, start times, especially pay attention to **class end times**, and mark these dates and times on your family calendar.

Do not send your child to a class for which they are wait-listed for or not registered for. A wait-listed student is not enrolled in the class and does not have space reserved.

All Jackson extracurricular classes take place at the Jackson Primary Campus on Northside Drive. Primary campus students registered for MASP Extras remain at Primary Campus for their class. Main Campus students will take the following designated APS bus to the Primary Campus: **APS bus for grades 2 & 3: JAS Purple Dinosaur** **APS bus for grades 4 & 5: JAS Silver Koala**

PARENT RESPONSIBILITY: SCHOOL-DAY DISMISSAL

Jackson Elementary is now using the PikMyKid app for end of school day dismissal. Parents must now make any transportation changes directly in the app and list the change, dates, etc. under "JAS". This will get students to the Primary campus where JAS Extras take place.

Questions about the PikMyKid school day dismissal app, reach out to Jackson Elementary Main at 404-802-8800 Ms. Erica Varnum Erica.Varnum@atlanta.k12.ga.us

Once this dismissal change has been communicated, the student will continue to follow the extracurricular dismissal procedure on that day each week until the current extracurricular session ends. These notifications are important because they allow classroom teachers, substitute teachers, and the front office to know how the student should be dismissed each day. If the required email and office notification are not completed, the student will be dismissed using their **existing school-day dismissal procedure**. Parents should review the transportation and dismissal procedures with their children before classes begin so students know where to go when the school day ends.

JACKSON MAIN CAMPUS STUDENT TRANSPORTATION

First-hour classes will show a **2:15 PM start time** in the MASP Parent Portal. The first 15 minutes are used for student check-in and, for Main Campus students, transportation to the Primary Campus. The actual instructional class time begins at approximately **2:30 PM**.

Students attending Jackson extracurricular programs who are at the **Main Campus** will be transported to the Primary Campus by APS bus. Parents should include the appropriate bus information in their dismissal notification in PikMyKid if there is a sp and review it with their child.

APS bus for grades 2 & 3: JAS Purple Dinosaur **APS bus for grades 4 & 5: JAS Silver Koala**

Main Campus students will be dismissed from their classrooms to Extras through school announcements and directed to their assigned bus- please let them know what bus they should be riding to Primary Campus on the day they have a class. When they arrive at the Primary Campus, a member of the JAS After School staff will meet them and walk them to the gym, where they will join their extracurricular instructor for attendance before transitioning to their class.

JAS Aftercare students will continue to ride their regular JAS Aftercare bus from Main to Primary, even on days when they have an extracurricular class.

JACKSON PRIMARY CAMPUS STUDENTS AND CLASS TRANSITION

First-hour classes will show a **2:15 PM start time** in the MASP Parent Portal. The first 15 minutes are used for student check-in and, for Main Campus students, transportation to the Primary Campus. The actual instructional class time begins at approximately **2:30 PM**.

Primary Campus students will be dismissed to MASP Extras through school announcements at approximately 2:15 PM and directed to the gym, where they will meet their extracurricular instructors. Attendance will be taken before students transition with their instructors to their classrooms at approximately 2:30 PM. Parents of absent students will be called if they were not on the school absence report or if parent did not notify us in advance.

SNACKS

No snacks will be eaten during the extracurricular program hour. Full-time JAS Aftercare students and Drop-In students attending JAS Aftercare on the day of their extracurricular class will receive their snack after their extracurricular class ends.

If your child is not attending aftercare and you feel they need a snack, please ask their school-day classroom teacher in advance whether they may have a light, easy-to-eat snack before dismissal. Otherwise, parents should plan to provide a snack at pickup.

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ABSENCE NOTIFICATION

If your child will be absent from an extracurricular class, parents should notify us by **1:30 PM on the day of the class**. The school and/or school-day classroom teachers do not automatically communicate school-day absences or early pickups to the extracurricular program, so it is important that parents notify us directly.

To report an absence, please text **678-347-6866** for the on-site JAS Aftercare/Extras contact, **Natalie**, or email the same information to natalie@myafterschoolprogram.com. Please include your child's first *and* last name, the class they will miss, and any other relevant information.

It is our policy to contact parents when a student does not arrive for their extracurricular class and we have not received an absence notification. Letting us know in advance is VERY helpful and keeps us from being tied up on absence calls for long periods of time.

PICKUP FROM THE PRIMARY CAMPUS

All students who are being picked up from their extracurricular class will be dismissed from the **Jackson Primary Campus at the double doors to the left of the main entrance doors**. Parents and caregivers who are not enrolled in JAS Aftercare should park in a designated parking space and walk to the **front doors of the Primary Campus**.

Please bring your ID when picking up your child. The instructor will verify the pickup person's identity against the approved pickup information (must be TAGGED as an EMERGENCY CONTACT in the STUDENT'S Parent Portal profile). Students will remain inside the building until the instructor has completed the pickup verification and released the student. In our dismissal system, EMERGENCY CONTACTS = APPROVED PICKUP PERSONS.

Parents should arrive **no more than 10 minutes before the scheduled class end time**. Dismissal times are staggered, with most classes ending at approximately **3:30 PM** and a few ending at **3:45 PM**. Please check your child's individual schedule in the Parent Portal for the correct class end time.

JAS AFTERCARE STUDENT DISMISSAL... BACK TO JAS AFTERCARE!

Students enrolled in **JAS Full-Time Aftercare** (and JAS Drop-In students scheduled to attend aftercare), on the day of their extracurricular class, will return to the JAS Aftercare program when their extracurricular class ends. They will be checked back into aftercare and parents should follow the normal JAS Aftercare pickup procedures.

If you would prefer to pick up your full-time JAS Aftercare student directly from Extras instead of having them return to JAS Aftercare, please notify **Natalie Defoor** at natalie@myafterschoolprogram.com by **2:45 PM on the day of the class**.

PICKUP DELAYS AND SAFETY

During the first two weeks of the session, there may be delays during dismissal as instructors, students, and families become familiar with the pickup procedures. We appreciate your patience while everyone adjusts.

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The safety of every student is our primary concern. Please make sure your pickup information is current and that anyone picking up your child is properly authorized and tagged in the CHILD PROFILE as an EMERGENCY CONTACT in the Parent Portal. Tagging the pickup person as an EMERGENCY CONTACT in this way makes them visible as an approved pickup person for your student in our dismissal app.

REGISTRATION AND REFUNDS

Registration is currently closed. **No refunds will be issued by MASP/JAS Extras after the stated Friday, September 25 deadline at 7:00 PM.** After that deadline, MASP/JAS Extras will begin processing invoices for class providers, and refund requests and enrollments will no longer be accepted through the program.

CONTACT INFORMATION

For EXTRAS ABSENCE NOTIFICATIONS, if you are running late, or questions related specifically to JAS Aftercare, please contact **Natalie Defoor, JAS Director**, at natalie@myafterschoolprogram.com or **678-347-6866**. Please note that the on-site contact may have limited cell service while on campus-sending a text may work best.

For general Extras program questions or concerns, Extras account or Extras schedule issues, please contact **Beth Geurin, Extracurricular Programs Director**, at **770-605-5456** or Beth@myafterschoolprogram.com. Text is best for time-sensitive questions. Beth is typically floating from school to school but not permanently at Jackson.

Kim Bishop, Jackson After School Owner, may also be contacted, if you cannot reach Natalie or Beth, at **404-433-6126** or Kim@myafterschoolprogram.com.

Thank you for allowing your child to participate in Jackson After School Extracurricular Programs. We hope your child enjoys their class and has a wonderful experience this session!

GENERAL EXTRAS SCHEDULE BELOW

Child schedule should be confirmed in your parent portal account on the dashboard page .

Course Name	Days	Times	Start Date	End Date
Golf with OT Sports	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Robotics Junior with Steam Powered Kids	Mondays	2:15 PM 3:30 PM	09/14/2026	12/07/2026
Robotics Senior with Steam Powered Kids	Mondays	2:15 PM 4:00 PM	09/14/2026	12/07/2026
Magical Clay with Vamos Chicos	Mondays	2:15 PM 3:45 PM	09/14/2026	12/07/2026
Builder Bunch "Architect's Apprentice" Club using LEGO® bricks	Tuesdays	2:15 PM 3:45 PM	09/15/2026	12/08/2026
Drama with Atlanta Children's Theatre	Wednesdays	2:15 PM 3:45 PM	09/16/2026	12/09/2026
Yoga with Grounded Kids	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Chess with Championship Chess	Wednesdays	2:15 PM 3:30 PM	09/16/2026	12/09/2026
Arts & Facts with Vamos Chicos	Thursdays	2:15 PM 3:45 PM	09/17/2026	12/10/2026
Team Sports with All Star Athletics	Thursdays	2:15 PM 3:30 PM	09/17/2026	12/10/2026
STEM Velocity Lab	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026
Tennis Principals with All Star Athletics	Fridays	2:15 PM 3:30 PM	09/18/2026	12/11/2026